

# NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

## CHARTER OF THE

### NASA ADVISORY COUNCIL

**1. Official Designation:** NASA Advisory Council (“Council”).

**2. Authority:** Having determined that it is in the public interest in connection with the performance of Agency duties under the law, and with the concurrence of the General Services Administration, the NASA Administrator hereby amends the Council’s charter, pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App.

**3. Objectives and Scope of Activities:** The Council shall draw on the expertise of its members and other sources to provide advice and make recommendations to the NASA Administrator on Agency programs, policies, plans, financial controls, and other matters pertinent to the Agency’s responsibilities. The Council shall also encourage and review proposed committee recommendations for Associate Administrators.

**4. Description of Duties:** The Council shall function solely as an advisory body and comply fully with the provisions of FACA. The Council shall be supported by committees, subcommittees, and task forces as needed, to cover the breadth and depth of scope as determined by the NASA Administrator.

**5. Official to Whom the Committee Reports:** The Council reports to the NASA Administrator. The committees report to the Council. The subcommittees report to the parent committees. Any task forces that are formed will report to the Council or a parent committee, as specified in the terms of reference for that specific task force.

**6. Support:** The Office of International and Interagency Relations will provide staff support and operating funds for the Council and is responsible for fulfilling the reporting requirements of Section 6(b) of FACA. The Mission Directorates and/or Mission Support Offices shall provide staff support and operating funds for the respective committees, subcommittees, and task forces which report to the Council.

**7. Estimated Annual Operating Costs and Staff Years:** The estimated annual operating cost for the Council, its committees, subcommittees, and task forces totals approximately \$1,100,000, including six work-years for staff support.

**8. Designated Federal Officer:** The Executive Director of the Council shall be appointed by the NASA Administrator and shall serve as the Designated Federal Officer (DFO). The DFO will be either a full-time or a permanent part-time employee who will: call, attend, and adjourn committee meetings; approve agendas; maintain required records on costs and membership; ensure efficient operations; maintain records for availability to the public; and provide copies of

Council reports to the NASA Committee Management Officer for forwarding to the Library of Congress. The DFO shall also work closely with the NASA Office of General Counsel (OGC) to ensure that all potential members (i.e., nominees) for the Council, committees, subcommittees, and task forces complete the mandatory Office of Government Ethics financial disclosure reports and receive full ethics vetting and clearance by OGC prior to formal appointment by NASA. In addition, the DFO shall ensure that all appointed members of the Council, committees, subcommittees, and task forces shall file the mandatory financial disclosure reports (annual and otherwise) and shall receive the mandatory annual ethics training by OGC. The DFO shall refer any issues that may arise relating to potential conflicts of interest to OGC for resolution.

**9. Estimated Number and Frequency of Meetings:** The Council shall meet approximately three times a year or as required by the NASA Administrator. Meetings shall be open to the public unless it is determined that the meeting, or a portion of the meeting, is not covered by FACA, or will be closed in accordance with the Government in the Sunshine Act.

**10. Duration:** The Council is envisioned to be a continuing entity with charter renewals.

**11. Termination:** As noted in Paragraph 15, the Council shall terminate two years from the date of the filing of the original charter unless renewed or terminated earlier by the NASA Administrator.

## **12. Membership and Designation:**

1. The Council shall consist of members to be appointed by the NASA Administrator (or designee). The Administrator shall ensure a balanced representation in terms of the points of view represented and the functions to be performed. Diversity shall be considered as well.
2. The Council shall consist of approximately 10-20 members who will serve as Special Government Employees for a two-year term, renewable at the discretion of the NASA Administrator. All Council members serve at the pleasure of the Administrator.
3. The NASA Administrator shall designate the Chair of the Council.
4. The Council shall be comprised of the Chair, the committee chairs, and at-large members, as appropriate, at the discretion of the NASA Administrator.
5. The chairs of the National Research Council's Space Studies Board (SSB) and the Aeronautics and Space Engineering Board (ASEB) shall be *ex officio*, nonvoting members of the Council.

## **13. Committees, Subcommittees, and Task Forces:**

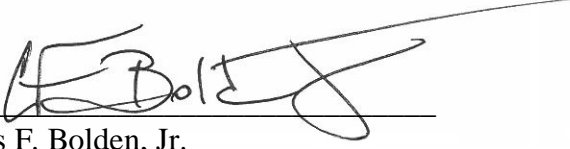
1. The NASA Administrator shall establish the following Council committees, subcommittees, and task forces:

- Aeronautics Committee.
  - Human Exploration and Operations Committee.
  - Science Committee.
    - i. Astrophysics Subcommittee.
    - ii. Earth Science Subcommittee.
    - iii. Heliophysics Subcommittee.
    - iv. Planetary Protection Subcommittee.
    - v. Planetary Science Subcommittee.
    - vi. Ad Hoc Task Force on Big Data.
  - Technology, Innovation, and Engineering Committee.
  - Institutional Committee.
  - Ad Hoc Task Force on Science, Technology, Engineering, and Mathematics (STEM) Education.
2. Council committees, subcommittees, and task forces may be established or discontinued at the discretion of the NASA Administrator. No formal amendment(s) to this charter will be required to effect such change(s).
  3. The NASA Administrator, in consultation with the Council Chair, may establish committees under the Council, as necessary. The terms of reference for committees shall be subject to the approval of the Administrator. Council committees shall consist of members to be appointed by the Administrator (or designee). Council committees shall be comprised of 5-15 members, including the chair, and will be chaired by a Council member. Each committee shall deliberate the recommendations received from their subcommittees, if any. In the latter case, the committee may endorse subcommittee recommendations and forward them to the Council for deliberations, or the committee may provide comments or suggestions back to the subcommittee.
  4. The Council shall deliberate the recommendations of the committees and any task forces that may report directly to the Council. The Council may forward a recommendation to the NASA Administrator for Agency consideration or return it to the committee with comments pertaining to its disposition, including requests for revision and resubmission, and confirmation of its recommended transmission to the appropriate Associate Administrator for consideration. In general, Council recommendations to the Administrator pertain to strategic, crosscutting, Agency-wide, programmatic, and policy topics. In general, committee recommendations approved by the Council for the committees to transmit to Associate Administrators pertain to missions, programs, projects, and research topics. All recommendations forwarded to the Administrator or to an Associate Administrator shall be tracked by the respective Council Executive Director or Committee Executive Secretary, as appropriate. An Agency formal written response to each recommendation submitted to the Administrator shall be provided to the Council. Similarly, a formal written response to each recommendation submitted to an Associate Administrator shall be provided to the appropriate committee. A copy of each response by a NASA Associate Administrator shall be provided by the relevant Committee Executive Secretary to the Council Executive Director, to ensure full compliance with FACA and Federal recordkeeping requirements. No Council committee shall be independently chartered under FACA.

5. The NASA Administrator, in consultation with the Council Chair, may establish subcommittees under the Council committees, as necessary. The terms of reference for subcommittees shall be subject to the approval of the Administrator. A member of the subcommittee's parent committee shall chair the subcommittee. The members of subcommittees shall be appointed by the respective Associate Administrator following consultation with the Administrator. The subcommittees shall report to their respective committee(s).
6. The NASA Administrator, in consultation with the Council Chair, may establish temporary ad hoc task forces under the Council or under specific Council committees, as necessary. The terms of reference for task forces shall be subject to the approval of the Administrator. Task force chairs and members shall be appointed by the Administrator (or designee).

**14. Recordkeeping:** The records of the Council, its committees, subcommittees, and task forces shall be handled in accordance with the General Records Schedule 26, Item 2, or other approved Agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

**15. Filing Date:** This charter amendment to the original charter dated and filed on October 24, 2013, shall become effective upon the filing of this amended charter with the appropriate U.S. Senate and House of Representatives oversight committees. It shall terminate two years from the date of filing of the original charter unless renewed or terminated earlier by the NASA Administrator.

  
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Charles F. Bolden, Jr.  
Administrator  
National Aeronautics and Space Administration

4/28/14  
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Date